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INSTRUCTOR

QUICK START GUIDE

TO MABLE

10/18/07

Log into MABLE for the first time

Once your site administrator sets up your account, you will receive an email listing your user name and password. The password is intended to be used for the first login only. Once you are logged in, you will change the password to something easier to type. Your new password must have at least 8 characters in a combination of upper and lower case letters and numbers. Neither OPI nor your site administrator will have access to your passwords, so choose something you can remember.

*** The system allows you five incorrect tries to type in the password correctly. On the fifth incorrect try, your account is locked and you will need a new password. If you forget your password, your site administrator can send you a new one via email.

> **Reminder**: Do not write the password on a Post-it on or near your computer. MABLE contains private student information, so please be vigilant about security.

Log in with your new user name and password.

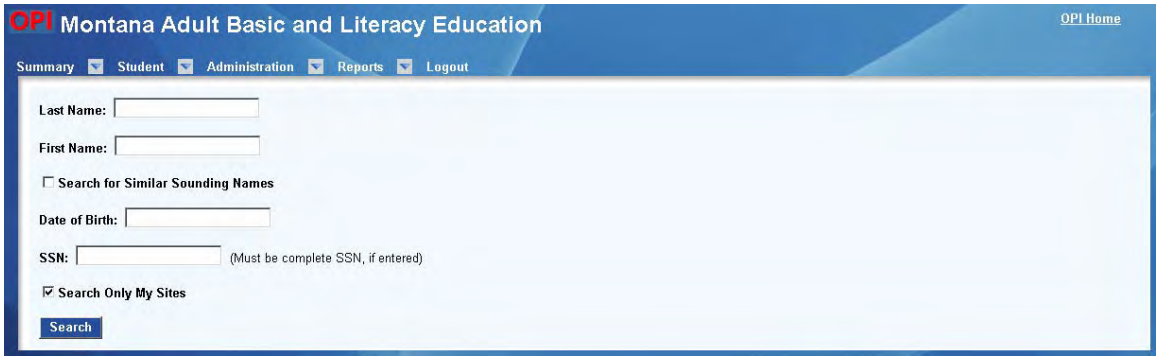
- Open the email and click on the designated URL
- Type or copy and paste your new user name into the Login screen
- Copy and paste your password from the email into the Login screen
  - Do not try to type the password
- Click Log In
- Under the Administration menu choose **Update User Information**.
- Click on the Update button next to your user name
- **Paste** the password in the Old Password field.
- Type your new password in the New Password field and type it again to confirm password
- Click Save
- The next time you log into MABLE, you will use your assigned username and the new password you created

Logging out of MABLE

There is a Logout option on the main menu. Selecting this option closes down your current session and returns you to the login page where you can either log in as another user or close the browser to finish your MABLE session. You can also exit MABLE by closing your browser window, but it isn't the preferred method.

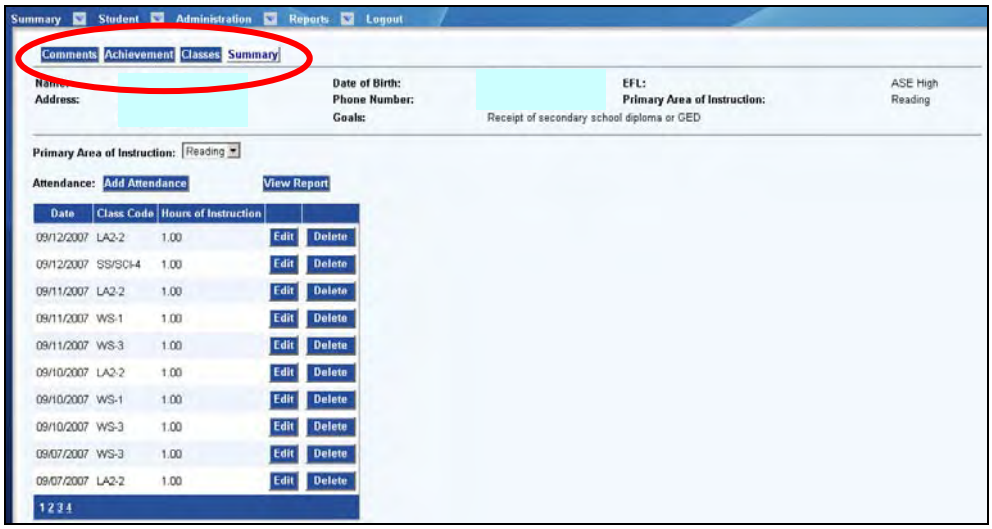
Use the Student Locator

As an instructor, you can view some of a student's data. This includes attendance and assessment records and student goals as well as a view of progress the student has made. You will also have the ability to view comments or add your own.



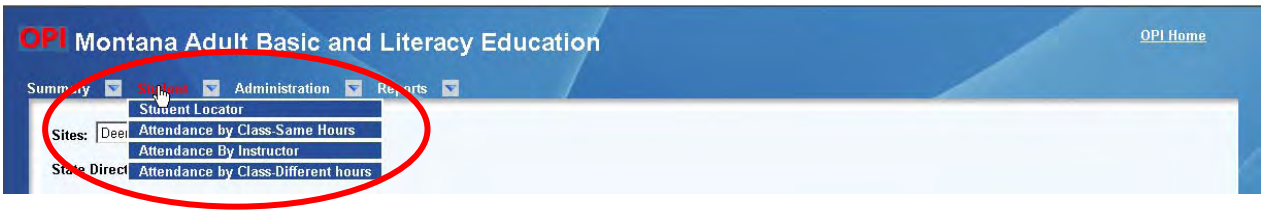
Search for a student enrolled in your site

- Choose **Student Locator** from the Student menu
- To see a list of all students enrolled in your site:
    - leave all the search fields blank,
    - make sure **Search Only My Sites** is checked
    - click Search
- To search for a specific student or group of students:
    - Enter the last name or partial name in the Last Name field
    - Click Search
- To select a student from the search results
    - Click on the Summary button for the selected student
    - Summary takes you to the student Summary page where you can view Assessment, Attendance, and Goals, and add Attendance
- To view Comments, Achievement or Class pages, click on the corresponding tabs



Add Attendance Records

Based on feedback at the initial training sessions, options for entering attendance data have been expanded. All four of the choices are accessed from the Student menu. In all cases, the program will show an error if you try to save duplicate attendance records – same student, date, class and number of hours.



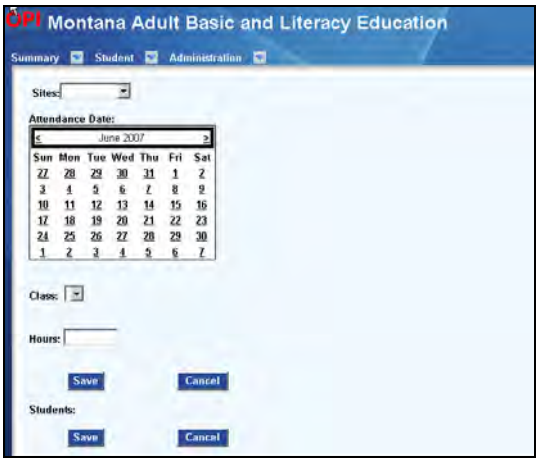
1. Attendance by Individual Student

When you want to add an attendance record for just one student, you can do so from the Summary page of the individual student record.

- Search for the student using the **Student Locator** in the Student menu
- Select Summary next to the student name
- Select Add Attendance
    - Choose the site of attendance
    - Select the date of attendance from the calendar
    - Once a date is selected, the Class list will populate with classes that were active on that date
    - Choose a class
    - The student name will be present and checked if his enrollment date was before the date you picked
    - Type in the number of hours of attendance – must be between 0.25 and 10.0, in quarter hour increments
    - Click Save
- When you have finished entering attendance for this student, click Cancel to return to his Summary page.

2. Attendance by Class-Same Hours – same number of hours for all students

If you have a group of students who were all in attendance in the same class for the same number of hours on the same day, select **Attendance by Class** from the Student menu



- Choose the site of attendance
- Select the date of attendance from the calendar
- Once a date is selected, the Class list will populate with classes that were existing on that date and the student list will populate with the students who were active on that date
- Choose a class
- Type in the number of hours of attendance – must be between 0.25 and 10.0, in quarter hour increments
- Check the box in front of each student who was present on the selected date
- Click Save
    - If you have entered a duplicate attendance record for any student, you will get an error message telling you how many records are in error and which students are affected. No records will be saved until you make corrections – change the class, the date, the hours or the students attending
    - Save and Cancel buttons are at the top and bottom of the screen for the convenience of large sites with long class lists. Use either button

- To exit this screen, click Cancel to return to the site summary

3. Attendance by Instructor – filtered class lists, same hours

Sites with a large student population or whose students have fixed schedules may find method 2 cumbersome because of the long list of student names. The next option on the menu, **Attendance by Instructor,** will be useful in those cases. There is more setup required with this method, but some sites will appreciate the payoff.

1. All of your instructors must be entered on the Personnel Maintenance screen
2. Each class must have an instructor assigned to it
    a. Select Class Maintenance under the Administration menu
    b. Click the Edit button next to the selected class
    c. Select the Instructor(s) for the class
    d. Save
3. Each student must have his schedule entered on the Classes page of his record

- On each student record, go to the Classes tab and select the classes that student is enrolled in

The above steps must be completed by the Site Administrator.
Both Instructors and Site Administrators can enter attendance

- Choose **Attendance by Instructor** from the Student menu
- Select the instructor name
- Select the attendance date from the calendar
- Choose a class from the list of classes that instructor is assigned to.
- The list of student names who are assigned to that class will appear.
- Enter the hours of attendance
- Check the names of students present on the selected date.
- Click Save

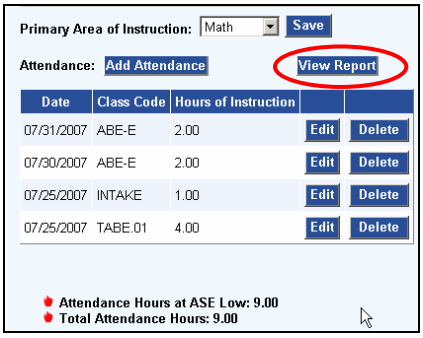
4. Attendance by Class-Different Hours – different hours per student

When students all attend the same class on the same day, but not all of them are there for the same length of time.

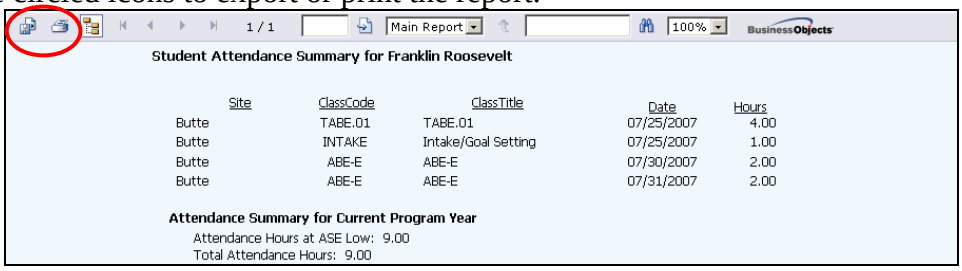
- Choose Free Form Attendance from the Student Menu
- Select a site
- Select a date
- Select a class
- Begin to type the first student name on your list. The program will auto fill for you
- Type the number of hours for that student
- Click Save
- As you work, a list of all attendance entered in that session will appear at the bottom of the page.
- The program will not allow you to save duplicate attendance records – same student, date, class and number of hours.

View Attendance Report

You can print out a listing of all current year attendance records for a particular student from the Summary page for that student.
Click on View Report to preview the report.



Use the circled icons to export or print the report.



This report has opened in a new window, so you can close the report when you are finished and return to MABLE.

Timely data entry

It is important for both the site program director and the state director that data entry is current. In the past, some sites have let the data entry pile up for months with the plan to catch up at the end of the year. That will no longer be an option; you must enter your attendance records within 30 days of when they occurred.

MABLE will not allow you to select an attendance date that is more than 30 days prior to the day you are doing the data entry.

> Example: Say you sit down to do your data entry on August 6. Sally Smith attended classes on July 2 and July 9. When you go to Sally's record and try to select July 2, MABLE will not let you do that because July 2 is more than 30 days prior to August 6. You will be able to input her July 9 attendance since that is within 30 days of when you are entering data.